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**MontCAS, Phase 2  
CRT and CRT-ALT  
PRINCIPALS  
NONDISCLOSURE AGREEMENT (Part 1)  
and  
TEST ADMINISTRATION AGREEMENT (Part 2)**

**Part 1: Nondisclosure Agreement**

The undersigned is a test coordinator or test administrator for the CRT or CRT-ALT assessment (s) or person otherwise authorized to use secure CRT or CRT-ALT materials, and hereby agrees to be bound to the terms of this agreement restricting the disclosure of said materials.

The Montana Comprehensive Assessment System (MontCAS), Phase 2 requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

**I understand that it is my professional responsibility to maintain the security of the test. I will not reproduce, discuss, or in any way release, share, or distribute the test questions, reading passages, or performance tasks. I understand that a security breach could result in disciplinary action up to and including revocation of my professional license should I be responsible for the breach.**

\_\_\_\_\_

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
School and System

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please refer to the back of this form for Part 2. Both parts must be signed.**

## Part 2: Test Administration Agreement

The undersigned school principal certifies the following:

1. Before handling test materials or administering the CRT and/or CRT-Alternate, all staff involved with these assessments
  - Received test security and test administration training
  - Received accommodations training
  - Signed a non-disclosure form which is on file in the school's central office.
2. Proper procedures for secure handling and use of test materials, providing and administering accommodations, and administering the assessment(s) were followed in accordance with test coordinator and test administrator guides and specific instructions provided by the Office of Public Instruction for test security and accommodations.

**I understand that a security breach will be dealt with and may invalidate student scores and impact AYP determinations for my school.**

\_\_\_\_\_, Principal (authorized representative)  
Name (please print)

\_\_\_\_\_  
School and System

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Both sides of this form must be signed and returned to Measured Progress with the completed student response booklets for your school after testing. Thank you.**